

## ABSTRACT

An affiliation manager provides each of typically hundreds of users with a calendar of appointments and a task list each including icons for capturing time and expenses accrued by the user when attending a particular appointment or performing a particular task. A subset of collected captured time and expenses may be transferred to each requesting client for use by independent accounting systems. Management of appointments and tasks from a central database promotes collaboration among users, simplifies sharing of schedule information among users, and provides context for data entry. Each user may create any number of affiliations, each affiliation describing affiliations of the user in numerous projects, organizations, employments, and activities. Each user may admit other users to share his or her affiliations, thereby promoting collaboration of many users for jointly attending meetings and jointly performing tasks. Context permits automatic intuitive association of email, chat messages, notes, and documents to records for persons, locations, resources, appointments, tasks, and projects for integrated affiliation management services. Requests for queries and forms are interpreted according to the context in which the user issued the request. Requests are made via a common set of icons and links on each item of a list provided by a prior query.